



## Louisville Metro Planning & Design Services

### SUBMITTAL REQUIREMENTS DRO

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

#### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant      PDS  
                         ONLY

- \_\_\_\_\_ 1. Completed DRO Application Form (Owners signature is required).
- \_\_\_\_\_ 2. Current Recorded Deed – Compare the owner’s signature on Part 2 with the deed. Every page of the recorded deed must be submitted. The last page should have an “End of Document” stamp.
- \_\_\_\_\_ 3. Twelve (12) copies of plan.

#### All plans must show the following minimum information or the submittal can’t be accepted.

|                                    |   |
|------------------------------------|---|
| Limits of construction disturbance | Location of septic system or approved waste disposal system with dimensions |
| Plan drawn to engineer’s scale     | Location of curb cut, driveway and parking lot with dimensions              |
| North arrow shown.                 | Property lines with dimensions (new lots shall show bearings)               |
| Vicinity map shown.                | Contour Lines shown on plan (relevant for new construction only)            |
| Site Address                       | Existing and/or proposed structures shown and identified                    |
| Tax Block and Lot Number           | Gross building footprint area   |
| Zoning of property                 | Gross Floor Area of Buildings   |
| Zoning of adjacent properties      | Location, ownership, Deed Book & Page # of adjacent property owners         |
| Existing Use                       | Net and Gross acreage of site   |
| Proposed Use                       | If residential, provide net & gross density, and number of dwelling units   |
| Street names shown                 | Off-street loading areas  |
| Right-of-way width shown           | Accessory structures shown with required screening                          |
| Height of structures               | ILA / VUA calculations (may be shown on tree canopy plan)                   |
| Plan Date                          | Landscape buffer areas (labeled and dimensioned)                            |
| Revision Date Box                  | Form District and Form District boundaries if nearby                        |
| Owner’s name and address           | Form District transition zone shown if required by regulation               |
|                                    | Location of natural vegetation along scenic vistas                          |

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444 South Fifth St.  
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- \_\_\_\_\_ 4. Letter or other form of approval from Health Department when on-site sanitary sewer is proposed in or near the floodplain.
- \_\_\_\_\_ 5. Land Use Restriction form
- \_\_\_\_\_ 6. Certification Statement, if the owner is in the form of a corporation or partnership.
- \_\_\_\_\_ 7. If Planning Commission action is required, the following items are required:  
\_\_\_\_\_ a. Adjacent Property Owners names and addresses on mailing labels  
\_\_\_\_\_ b. Label matrix of adjacent property owners (APO List).
- \_\_\_\_\_ 8. Cash or check made payable to the Louisville Metro Finance for amount listed below. (Note: If two or more applications requiring a land use restriction form are submitted simultaneously for the same site, only one \$21 Clerk's fee is required in addition to the application fee.)

(Check one):

- \_\_\_\_\_ \$221 for cases that require approval by the Planning Commission  
(\$200 for application and a \$21 Clerk's fee for Land Use Restriction Form)
- \_\_\_\_\_ \$101 for the following activities that may be approved by Staff  
(\$80 for application and a \$21 Clerk's fee for Land Use Restriction Form)  
**(\$10.50 in clerk's fee and the remainder in miscellaneous fees)**

(Circle the dot for all that apply):

- Construction of a single family home on a lot created prior to the application of the Development Review Overlay. (March 9, 1993)
- Construction of one or more single family homes in a subdivision that the Planning Commission has approved in accordance with this regulation.
- Cutting, filling, other alteration of the ground surface, subject to the limits established for a minor earth excavation in Section 9.6.C.2
- Construction of retaining walls having a vertical face of eight feet or less.
- Clearing less than three acres of forested area.

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- Construction of roadways or parking lots serving five or fewer dwelling units.
- Subdivision of land creating three or fewer parcels.
- 50% or greater expansion of an existing residential structure. (Less than 50% not subject to DRO)
- Greater than 10% and up to 100% expansion of a non-residential structure.

### For Staff Use Only

Date: \_\_\_\_\_ Staff: \_\_\_\_\_ Docket #: \_\_\_\_\_

#### Do not accept application if required materials are not submitted

- \_\_\_\_ 9. If the above information and materials are submitted, complete the DRO log (G:\Planning\DATA\Logs\DRO). Assign DRO Docket # and indicate the proposed use, address, in-take staff and date submitted.
- \_\_\_\_ 10. Attach the material in a manila file folder in the following order from bottom to top.
- Application
  - Deed
  - APO list/matrix, if required
  - APO mailing labels, if required
  - Letter or form from Health Department, if required
  - Checklist
  - Land Use Restriction Form (Unattached).
- \_\_\_\_ 11. Stamp the date received on each.
- \_\_\_\_ 12. Write the docket number in **RED** in the lower right hand corner of each page.

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